

**SAMPLE
DEPARTMENTAL ORIENTATION CHECKLIST**

Employee's Full Name: _____ SS#: _____

Department: _____ Department Contact: _____

Date of Hire: _____ Phone: _____

This checklist is designed to assist hiring departments and new employees with departmental orientation. Departmental representatives need to discuss the items below with new hires, then sign and date the back of this form to indicate completion.

DEPARTMENT	Completed(√)
Via Telephone with New Employee (Prior to first day of employment)	
Confirm first day/work hours	
Discuss dress code/uniform distribution	
Discuss payroll frequency	
Discuss parking arrangements	
Emphasize the importance of benefits/payroll appointment	
Obtain emergency contact phone numbers	

Department Arrangements (Prior to first day of employment)	Completed(√)
Introduce new employee to current employees by e-mail or letter	
Select current employee to assist new employee	
Assign 1st day/1st week checklist activities to appropriate staff	
Provide workspace and necessary office equipment/supplies	
Prepare department orientation agenda	

1st Day/1st Week	Completed(√)
Supervisor to greet new employee at start of first day	
Introduce new employee to current employee who was assigned to assist	
Accompany new employee to his/her office	
Review computer set up, log on, e-mail, data security	
Review phone number and phone system training, phone mail as applicable	
Discuss/distribute office supplies, staff directory, telephone directory, name plate, etc.	
Tour office/department (restrooms, break room, introduce to internal/external staff, identification/access card, and/or appropriate keys)	
Discuss communication opportunities - staff meetings, department meetings, newsletters, etc.	
Provide brief history of department	
Provide departmental/university organizational charts	

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1st Day/1st Week	Completed(√)
Brief discussion of employee's role in department/agency (also discuss department's and agency's mission)	
Provide up-to-date written Employee Work Profile (job duties/scope, essential/non-essential employees) and performance expectations	
Discuss Performance Planning and Evaluation Process (general overview)	
Discuss time card, time clock or time sheet (if applicable)	
Discuss/provide reference for leave policies	
Discuss holiday schedule and process for requesting leave	
Discuss lunch/break periods	
Discuss training/educational opportunities/recommended reading	
Discuss tuition waiver/reimbursement—other educational opportunities (if applicable)	
Discuss safety and security/emergency conditions and response, such as: a. Fire, disaster preparedness, emergency/ bomb threat procedures b. Accident injury procedures c. Emergency dial 9+911 d. Inclement weather policy e. Universal precautions and HAZMAT (if applicable)	

Approximately 3 Months From Hire Date	Completed(√)
Consider conducting 3- Month Performance Evaluation (recommended)	
Discuss professional development opportunities	

Department-Specific Requirements/Notes - to be customized by each department

Completion of Checklist: (Both new employee and departmental representative must sign below indicating checklist information has been completed in full).

Employee: _____
Signature
Date

Department Representative: _____
Signature
Date

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SAMPLE REFERENCE CHECK FORM

Completed By:	Date:
Applicant's Name:	
Role of Position Applied For:	Position Number:
Person Contacted:	Phone Number:
Title:	
Name of Company/Organization:	
<u>Information Verified</u>	
Position Title:	Beginning Salary:
Employment Dates:	Ending Salary:
Duties:	
Training Completed and/or Required Degree/License Verified:	
<u>Other Reference Information:</u>	
Quality of work	
Timeliness in completing assignments	
Dependability	
Takes on extra responsible	
Would you rehire this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Comment	
Comments:	

Signed: _____

Date: _____